CHAPTER 92. INSPECT A REPAIR STATION'S TRAINING PROGRAM

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3661 (Revised)

B. Avionics: 5661 (Revised)

3. OBJECTIVE. This chapter provides guidance for inspecting the repair station-training program.

5. GENERAL. A certificated repair station that performs maintenance, preventive maintenance, and alterations on U.S.-registered aircraft, airframes, engines, propellers, appliances, and component parts must have a training program that is approved by the Federal Aviation Administration (FAA). Each repair station's training program will be based on its individual operation and needs, considering its size, location, ratings, employee experience, and skill levels.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 65 and 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 65 and 145
- Advisory Circular (AC) 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manual
- AC 145-10 Repair Station Training Program

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. Planning. Prior to inspecting, the principal inspector (PI) should carefully review:

(1) Parts 65 and 145.

(2) Operations specifications.

(3) The repair stations approved training program.

(4) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. Safety Performance Analysis System interfaces with key fielded oversight programs (such as, Air Transportation Oversight System, Surveillance and Evaluation Program, and the), National Program Guidelines as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

(5) Certificate-holding district office (CHDO) file.

B. Training Program. Verify:

(1) The repair station is operating in accordance with a current training program approved by the CHDO.

(2) Both initial and recurrent training is conducted in accordance with the approved training program.

(3) Each employee assigned to perform maintenance, preventive maintenance, alternations, and inspections has received training, which is documented in the repair station training records, commensurate to their job descriptions.

(4) The repair station training is documented and records are maintained in accordance with the Repair Station Manual/Quality Control Manual (RSM/QCM) procedures. These training records must be retained for a minimum of 2 years.

(5) Any revisions to its approved training program are submitted in accordance with RSM procedures.

NOTE: The training program itself may be documented in the repair station manual or it may be a separate document. An advantage to having the training program in a separate document is that it provides separation for the training program approval requirement from the

nonapproved repair station and quality control manuals.

NOTE: The PI should determine if the repair station has procedures to provide and thoroughly document on-the-job training.

NOTE: The aviation safety inspector (ASI) should keep in mind that a repair station located outside the United States is not required to have any personnel who hold a certificate issued under part 65. However, the standards of capability for individuals approving an article for return to service are otherwise the same. Also, the technical knowledge, skills, and abilities of those performing maintenance should be no different for mechanics, inspectors, supervisors, or managers, regardless of where the repair station is located. Consequently, the FAA expects these repair stations to have training programs that include the same basic elements as for repair stations located within the United States, including a comprehensive needs assessment.

NOTE: When conducting the training needs assessment, the repair station should place special emphasis on an individual's ability to read, write, and understand the English language, as required by 14 CFRs. All documents and records related to employee training must be in English.

NOTE: Repair stations located outside the United States that hold an approval under the European Aviation Safety Agency or other form of approval or certificate from a civil aviation authority, may already have a formal training program that satisfies the requirements of part 145. In some cases, these programs might exceed U.S. requirements. For example, there are certain countries and/or authorities that require knowledge of human factors. Such additional requirements will not interfere with an FAA approval of the training program as long as the program also meets all of the U.S. requirements. Consequently, a repair station located outside the United States does not have to maintain multiple programs. However, the training program must be FAA-approved.

(6) That the repair station has not revised its training program without sending the revision to the CHDO and PI for approval.

(7) Who is responsible, by title, for the training program and the retention of the records.

C. Analyze Findings. Upon completion of the inspection, record all deficiencies and determine the appropriate corrective actions.

D. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Competition of this task will result in the following:

- Send a letter to the operator documenting all deficiencies
- Initiate an Enforcement Investigation Report if necessary

C. Document Task. File all supporting paperwork in the certificate holder's office file. Update the VIS as required.

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.